

# Suggested Club Bylaws

## Article I - Name

**Section 1:** This Club shall be known as the Junior Optimist International Club of \_\_\_\_\_, \_\_\_\_\_, and is entitled to full use of this name so long as approved by the sponsoring Optimist Club.

## Article II - Objects

**Section 1:** The objects of this Club shall be to provide opportunities for Members individually and collectively to participate in community service activities, develop leadership abilities and prepare for responsible roles in society.

## Article III - Membership

**Section 1:** The membership of this Club shall consist of boys and/or girls who are:

- Alpha Level – 6 to 9 years old
- Junior Level - 10 to 13 years old
- Octagon Level – 14 to 19 years old

**Section 2:** Eligible students may apply for membership, in the form and manner prescribed by the Board of Directors, and may be admitted to membership upon the affirmative vote of a majority of the membership present at any meeting.

**Section 3:** The Board of Directors shall be empowered to suspend or expel a Member for non-payment of dues, failure to attend meetings for an extended period without valid excuse, or for conduct unbecoming a Member or prejudicial to the best interests of the Club.

## Article IV - Officers

**Section 1:** The officers of this Club shall be a President, Vice President, a Secretary and a Treasurer. Terms of office shall be for one year or until their successors are duly elected.

**Section 2:** The President shall serve as the executive officer of the Club, preside at all meetings of the membership and Board of Directors, be an ex-officio Member of all committees and perform such other duties as are ordinarily incumbent upon a President.

**Section 3:** The Vice President shall perform such duties as may be assigned by the President or Board of Directors.

**Section 4:** The Secretary shall keep and maintain all records of membership, and minutes of membership and Board of Directors meetings, in the form and manner prescribed by the Board of Directors, conduct such correspondence as may be required by the President and Board of Directors, and generally perform such duties as are incumbent upon a Secretary.

**Section 5:** The Treasurer shall keep and maintain all financial records and books ordinarily kept by a Treasurer designated by the Board. He shall pay all authorized obligations of the Club and submit regular financial statements in the form, manner and frequency prescribed by the Board of Directors, and generally perform such duties as are ordinarily incumbent upon a Treasurer.

## Article V - Board of Directors

**Section 1:** There shall be a Board of Directors which shall consist of the officers of the Club and one Director from each of the grade levels represented in Club's membership.

**Section 2:** The Board of Directors, with the advice and counsel of the Advisory Committee, shall adopt an annual budget, approve all financial commitments and the payment of all obligations and generally supervise the affairs of the Club and its committees.

**Section 3:** The Board of Directors shall meet regularly each month during the school year, or at the call of the President or any three Members of the Board of Directors, at a time, date and place to be fixed by the Board of Directors.

**Section 4:** A majority of the Board of Directors shall constitute a quorum for the transaction of business and a majority vote of those present shall be necessary to give effect to any action of the Board.

## **Article VI - Election and Nominations**

**Section 1:** The election of officers shall be held at a regular meeting of the membership and the names and addresses of the newly elected officers shall be reported to Optimist International and the District Club Chairman by September 30.

**Section 2:** Nominations shall be called for from the floor by a presiding officer. No individual shall be eligible for nomination or election unless that individual can assure the Club membership of their intent to maintain their membership and be a student during the next administrative year.

**Section 3:** A majority of the votes cast will be required to elect. Voting shall be by individuals and carried out by secret ballot. No Member may cast more than one vote. Proxies shall not be recognized. Only Members in good standing shall be eligible for nomination, election and to vote.

**Section 4:** In the event that any office or Directorship becomes vacant for any reason whatsoever, the vacancy shall be filled, at the next regular Club meeting, by the regular nominating and election procedure described in this article.

**Section 5:** All officers shall assume their responsibilities at the beginning of the administrative year for which they were elected. Directors, elected at the first regular meeting of the administrative year, shall assume their positions upon election.

## **Article VII - Meetings**

**Section 1:** The membership of the Club shall meet regularly at least once each month of the school year at such time and place as may be determined by the Board of Directors. Special meetings may be

called by the President provided that each Member shall have received at least three days' notice of such meeting and the nature of the business to be conducted at such meeting.

**Section 2:** One-third of the Members in good standing shall constitute a quorum at any regular or special meeting of the Club. Robert's Rules of Order shall govern all deliberations of the Club and its Board of Directors except as otherwise provided in these bylaws.

## **Article VIII - Revenue**

**Section 1:** Annual dues shall be \$\_\_\_\_\_ per Member, to be paid at the first Club meeting of each administrative year.

**Section 2:** The Board of Directors, with the approval of the membership, may plan or recommend the raising or accumulation of revenue from sources other than dues.

**Section 3:** The administrative/fiscal year of the Club shall be concurrent with the administrative year of Junior Optimist International, beginning on Oct. 1 and ending on Sept. 30.

## **Article IX - Committees**

**Section 1:** The President shall, no later than the first month of the administrative year, appoint the following standing committees and name chairs and at least three Members, including the chair, to each committee:

- a. Organization
- b. Program
- c. Activities
- d. Social

**Section 2:** The duties of the standing committees shall be to meet, report and make recommendations to the Board of Directors, and to conduct such activities and projects as may be directed and approved by the Board of Directors, as follows:

- a. The Organization Committee shall be responsible for the provision and equipping of facilities for Club meetings.

- b. The Program Committee, in cooperation with the President, shall plan and provide programs for regular Club meetings.
- c. The Activities Committee shall seek, plan and direct the conduct of worthy projects and activities contributory to the attainment of the Club's objectives.
- d. The Social Committee shall plan and supervise the conduct of Club social activities.

**Section 3:** Special committees, to serve specific purposes, may be appointed by the President with the approval of the Board of Directors.

**Article X - Advisory Committee**

**Section 1:** In recognition that the \_\_\_\_\_

\_\_\_\_\_ Junior Optimist Club is sponsored by the \_\_\_\_\_

\_\_\_\_\_ Optimist Club it shall be the policy of the Club, its committees and Board of Directors, to seek the benefits of such constructive relationship through the advice and counsel of the sponsor's Advisory Committee. Exercise of such policy shall include invitation of the Advisory Committee Members to all meetings of the Club and its Board of Directors and solicitation of their advice, counsel and guidance in the selection and conduct of activities, financial transactions, meetings, programs and other administrative matters to end that the Club may more effectively and expeditiously attain its objectives.

**Article XI - Disbandment Procedure**

**Section 1:** If, for whatever reason, this Club would, at some future date, become defunct, all materials, supplies and monies will become sole property of the sponsoring Optimist Club, to be used or distributed at the discretion of the Board of Directors of that body.

**Article XII - Amendments**

**Section 1:** Any amendment of these bylaws, if in conformity with the Policies for the Governance of Junior Optimist International and the policies of Optimist International, may be adopted by a two-thirds majority of the Members present at any meeting provided written notice of the proposed amendment and date of such meeting shall have been given to all Members at least two weeks prior thereto.

**Certified by:**

Club President \_\_\_\_\_ Date \_\_\_\_\_  
 Club Secretary \_\_\_\_\_ Date \_\_\_\_\_  
 Optimist Club President \_\_\_\_\_ Date \_\_\_\_\_